



HIGHLAND MANOR

Apartments

1205 W. Highland Ave. ■ Hermiston, OR 97838

Office & Fax: 541.567.2986

Tenant Screening Policy

Minimum Criteria to Rent:

1. Applicant must complete the Rental Application form in its entirety. Applicant must also complete and sign the “*Consent to Background and Reference Check*” form.
2. Positive identification with a picture will be required upon submission of the Rental Application.
3. Your total household gross income must be at least three times your rent. Your total debt payments must not exceed 35% of your gross income. We must be able to verify your income. If we cannot verify your income, your application will be denied.
4. At least six current months of verifiable employment will be required if used as source of income. Self-employed applicants will be verified through state corporation commission, and applicant may be required to submit last year’s tax returns.
5. All current landlord references will be verified. If we cannot verify previous landlord references your application will be denied unless we have an adequate explanation as detailed below.
6. If you have had an eviction in the last three years, your application will be denied (an eviction is a court order to vacate the property, not a 30-day notice from the landlord).
7. Inaccurate or falsified information will be grounds for denial of the application.
8. Any individual, whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy.

Landlord References Must Meet One of the Following:

1. A satisfactory current landlord reference of at least three months, or
2. A past landlord reference of at least six months sometime in the past two years, or a satisfied student, military or parent housing reference, or
3. If you have no or insufficient landlord references, then personal references, such as teachers, coaches, or ministers, or successful completion of a housing readiness program may be acceptable.

Criminal Background Checks:

- Upon receipt of the rental application, landlord or management will conduct a search of public records on all qualified applicants to determine whether applicant or any proposed tenants has been convicted of, or pled guilty to or no-contest to, any crime. Any of the following will result in denial of your application:
 - Any current involvement in criminal activity.
 - Any felony convictions involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses, class A/Felony burglary or class A/Felony robbery, or
 - Any other felony convictions in the past seven years, or
 - Any other misdemeanor convictions, guilty pleas or no-contest pleas for the past five years.

Application Consideration Process:

Applications will be reviewed in the order they are received. The application and the Consent to Background and Reference Check forms must be completed in their entirety in order for them to be considered. Landlord will base approval on the above criteria only. If approved, you will receive notice as such via the telephone number you provided on the Rental Application.